



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Clerk Typist 1
Location:	Gillam School
Start Date:	As soon as possible
Hours/Days/Months:	7.25 hours/day, 5 days/week
Term of Employment:	Term to July 7, 2026
Salary:	\$20.93/hour
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

Reporting to the Principal and taking direction from the Principal, Vice Principal or the Administrative Secretary, the Clerk Typist performs a variety of general office duties to assist with the smooth operation of the school. Please note that this position works 10 months/year (the summer months will be considered a layoff period).

QUALIFICATIONS

- Grade 12 or an acceptable combination of training and experience
- Clerical and/or secretarial experience in a school setting
- Knowledge of Indigenous Way of Life
- Knowledge of First Aid
- Proficiency in a variety of computer applications i.e. Word, Excel and Outlook
- Excellent interpersonal, verbal and written communication skills
- Ability to exercise initiative and judgment in determining work priorities
- Ability to work independently and collaboratively with others.
- Possess good working habits (punctuality and attendance)

DUTIES AND RESPONSIBILITIES

- Types correspondence, student handbooks, student reports, statistical reports, and school newsletters
- Prepares or assists with the preparation of required month-end reports
- Maintains student, staff and school files
- Collects and processes incoming and outgoing mail
- Maintains student attendance records and student database
- Prepares and submits payrolls. Reconciles request for leave forms with payroll reports, submits adjustments.
- Receives and directs visitors and telephone calls.
- Administers first aid to students.
- Performs other duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

Thank you for your interest; however, only applicants selected for an interview will be contacted.

By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Mr. Wissam Kabbani, Principal
Gillam School
Box 370, Gillam, MB R0B 0L0
Fax: (204) 652-2150
Email: Wissam.Kabbani@fsdnet.ca
Posting Date: May 5, 2025

